



Nisqually Indian Tribe
Squally-Absch People of the river, people of the grass

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

RPMS EHR Lab Consultant

Project

NISQUALLY INDIAN TRIBE

Prepared By:
Nisqually Health Department
Samantha Phillips, Health Director
4820 She-Nah-Num Drive
Olympia WA. 98513



REQUEST FOR PROPOSAL
RFP# 2015-1000

DATE: March 24, 2015

The Nisqually Health Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the RPMS EHR Lab Implementation project. Minority and disadvantaged companies are encouraged to submit proposals.

Contact information for Roderick Harris, CAC, 360-459-5312 ext. 2708

VIALE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current will all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.

SEALED PROPOSALS: Vendors will deliver two applications to the following address either by hand or by US postal:

Nisqually Tribe Health Department
4820 She-Nah-Num Drive SE
Olympia WA. 98513
Phone: 360-456-5221
Attn: Jill Wall
Financial Services - Contracts

CLOSING DATE FOR SUBMITAL SHALL BE April 17th, 2015 at 5 PM.

Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Health Director.

- Please mark the envelopes clearly with Sealed RFP Health Dept., RPMS EHR Lab
- Questions may be directed to Roderick Harris, CAC, 360-459-5312 or e-mail at Roderick.harris@nisquallyhealth.org

Thank you for your Interest



Nisqually Indian Tribe
Squally-Absch People of the river, people of the grass

Definitions: **"Tribe"** **is Nisqually Indian Tribe**
 "Bidder" **an individual or business submitting a bid to Nisqually Tribe**
 "Contractor" **One who contracts to perform services in accordance with a contract**

1. PROPOSAL TERMS

- A. The Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe's specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP.

2. QUALIFICATIONS

The successful candidate shall have solid working knowledge of the RPMS Electronic Health Record and how it is used in tribally run medical clinics. He/she will be familiar with all key processes and daily operations for ordering, labeling, and resulting reference labs as well as point of care labs. He/she will have excellent communication skills to teach the medical staff and health IT staff how to maintain the RPMS lab package.

3. SCOPE OF SERVICES

- a. Thoroughly assess the Nisqually Tribal Health Clinic's current use of RPMS EHR for POE of labs, lab menus, lab specimen labeling, manifest generation and lab resulting.
- b. Outline the steps necessary to reach goal of ordering and resulting 95% of all labs in EHR.
- c. Collaborate with the clinic's EHR Core Team and medical staff in implementing these steps.
- d. The successful proposal will have an aggressive timeline that will facilitate the Nisqually Tribal Health Clinic achieving the goal of ordering and resulting 95% of labs in EHR as soon as possible.

4. DELIVERABLES

- a. Assessment of current status of lab package in RPMS EHR to be delivered to Health Director and EHR Core team
 - b. Outline of steps to fully implement the lab package in RPMS EHR with time line to be given to Health Director and EHR Core team
 - c. Complete set up of reference test menu in RPMS EHR on the Nisqually Health Server to allow for POE (provider order entry) and train CAC to maintain the module
 - d. Lead collaboration with reference lab vendor and IHS OIT to insure smooth operations of bidirectional data exchange for timely and accurate lab ordering and results providing weekly updates to CAC
 - e. Training sessions with end users of the lab package including providers, CAC, and other medical staff to insure correct implementation of the lab package in RPMS EHR as requested by the Health Director and EHR Core team
- B. The CONTRACTOR shall provide the TRIBE with professional services in support of the tribe's EHR program under the supervision of the Health Services Director.

Please itemize Labor and material cost on Bid

CONTRACT PROVISIONS

REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Health IT Manager and/or Director and confer with them as necessary to insure satisfactory work progress.

Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Health Director.

Section 4 – When Applicable, the Contractor will submit a final written report to the Health Director.

Section 5 – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

Section 6 - All processes and documents are performed and saved within the Nisqually Health network.

PERSONNEL

Section 1 – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Health Director.

Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe's Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents volunteers and employees from any and all liabilities, claims, liens fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractors own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contactor or any sub-contractor.

NATIVE AMERICAN PREFERENCE



The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all projects \$20,000 and over.

TERO also applies to subcontractors and all sub tiers.

It is the responsibility of the bidder to contact the TERO officer.

Nisqually TERO; Marjorie Stepetin

(360) 456-5221 ext.1128

stepetin.marjorie@nisqually-nsn.gov

TRIBAL HISTORIC PRESERVATION OFFICER REQUIREMENTS

- THPO requires 30 day notice prior to any ground disturbances or tree removal to ensure for review and determination of what level of survey is needed to better protect the cultural, historical, and archaeological resources of the TRIBE. A THPO representative shall be present at all dig sites, regardless of size or depth of dig, in order to prevent any damage to known or potential cultural resource sites. THPO laws, regulations and executive orders are in effect.

INSURANCE REQUIRMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.



CONTRACTOR:

PHONE:

Please attach complete bid to this form

Nisqually Indian Tribe
RPMS EHR Lab Consultant
RFP# 2015-1000

Project Description

The Nisqually Tribe is currently seeking an EHR Medical Lab Consultant to perform the duties of setting up and creating functional procedures for electronic ordering and resulting for point of care and reference lab services at the Nisqually Tribe Health Clinic (see scope of work below).